



History

**UNIT COMPLIANCE INSPECTION
CHECKLIST - HISTORY OFFICE**

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This publication implements Air Force Policy Directive (AFPD) 84-1, *Historical Information, Property, and Art*. The Inspection Checklist is developed to support AFI 90-201, *Inspector General Activities*, and AFI 90-201 USAFE Supplement 1, inspection programs. This checklist is intended for inspection use. The checklist identifies compliance items that support policy established by AFI 84-101, *Historical Products, Services, and Requirements* and associated USAFE supplement; AFI 84-102, *Historical Operations in Contingency and War*; AFI 84-103, *U.S. Air Force Heritage Program*; AFI 84-104, *Art Program*; AFI 84-105, *Organizational Lineage, Honors and Heraldry*; AFI 31-401, *Information Security Program Management*; and AFI 38-101, *Air Force Organization*. It applies to all USAFE History Offices and members as indicated in **paragraph 2**. It does not apply to Air National Guard (ANG) or US Air Force Reserve (AFRC) units. Send comments and suggested improvements to this publication on AF Form 847, **Recommendations for Change of Publication**, to the Command Historian, HQ USAFE/HO, Unit 3050 Box 125, APO AE 09094. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at: .

SUMMARY OF REVISIONS

This document has been revised and must be completely reviewed.

1. General. The items listed do not constitute the order or limit the scope of the inspection or assessment. As a minimum, units should use Functional Inspection Guide (FIG) in conjunction with the Unit Self-Assessment. The objective is to identify deficiencies that preclude attainment of required capabilities. Higher headquarters may use this guide in whole or in part during visits or exercises.

1.1. Core Compliance Guide Items (CCGI) and Compliance Guide Items (CGI). Items identified by functional managers to prioritize command requirements and to allow the Inspector General (HQ USAFE/IG) inspectors to assess criticality of deficiencies. There are no CCGI or CGI in this checklist.

1.1.1. CCGI. Items identified by HQ USAFE directorates and functional managers as key result areas for successful mission accomplishment including, but not limited to, items where non-compliance could result in serious injury, loss of life, excessive cost, litigation or affect system reliability. These requirements may be mandated by law, Executive Order, DoD directive, safety or Air Force and USAFE strategic plans. CCGIs are referred to as significant guide items requiring direct IG evaluation. Identify CCGIs by using uppercase and bold letters.

1.1.2. CGI. CGI are areas that require special vigilance and are important to the overall performance of the unit. Noncompliance could result in some negative impact on mission performance but is not likely to result in injury, unnecessary cost, or litigation. Identify CGIs by using standard sentence case.

2. Applicability. All items on this guide are assigned an applicability code designating the wing/unit/installation to which the item applies. Applicability code 2 designates NAF (3 AF and 16 AF) Applicability code 3 designates the following main operating bases: Aviano, Incirlik, Lakenheath, Mildenhall, Ramstein, Spangdahlem, and Lajes. Applicability code 7 designates Keflavik.

2.1. Forms Adopted: Standard Form 700, **Security Container Information**; Standard Form 701, **Activity Security Checklist**; Standard Form 702, **Security Container Check Sheet**; AF Form 310, **Document Receipt and Destruction Certificate**; AF Form 847, **Recommendations for Change of Publication**.

Table 1. Inspection Items for History Offices

Item Number	Item	Reference	Applicability Code	Yes/ No
1.	Local Command Support			
1.1.	Is the historian an integral part of the commander's staff?	AFPD84-1, paragraph 2.2.	2, 3, 7	
1.2.	Is the history office established and maintained as a separate staff agency situated to allow for direct contact with the command staff and other key personnel?	AFI 38-101, paragraph 3.3.2.2., AFI 84-101, paragraph 1.5.1.	2, 3, 7	
1.3.	Does the historian report directly to the commander, vice commander, or director of staff?	AFI84-101, paragraph 1.5.1., AFPD 84-1, paragraph 2.2.	2, 3, 7	
1.4.	Does the commander ensure the historian has access to all information (commensurate with the historian's security clearance) needed to prepare accurate, objective, and comprehensive historical publications and records during both normal and contingency operations?	AFPD 84-1, paragraph 2.2.; AFI 84-101, paragraph 1.4.	2, 3, 7	
1.4.1.	Does the historian have a restricted area badge and access to all areas (to include electronic files) necessary to collect documentation, visit work areas, and conduct interviews during normal and contingency operations?	AFPD 84-1, paragraph 2.2.; AFI 84-101, paragraph 1.4.	2, 3, 7	
1.5.	Does the historian interview the commander at least once during each reporting period to get the commander's perspective on topics and issues covered in each history?	AFI 84-101, paragraph 3.4.3.9.	2, 3, 7	
1.6.	Does the historian periodically brief the commander and staff about the History Program's purpose and primary services?	AFI 84-101, paragraph 1.6.	2, 3, 7	

Item Number	Item	Reference	Applicability Code	Yes/ No
1.7.	Does the commander allow the historian to observe key activities, especially leadership and decision making	AFI 84-102, paragraph 2.1.	2, 3, 7	
1.7.1.	During normal operations and contingencies/exercises is the historian tasked with duties inconsistent with the performance of his/her job? (Answer should be no.)	AFI 84-102, paragraphs 2.1. and 3.1.3.1.	2, 3, 7	
1.8.	Is the historian an airpark custodian? (Answer should be no.)	AFI 84-103, paragraphs 3.3.1. and 12.9.1.	2, 3, 7	
2.	Office and Equipment Requirements			
2.1.	Does the office have sufficient space?	AFI 84-101, paragraph 1.6.	2, 3, 7	
2.2.	Is the history office listed on the building and in the base phone directory?	AFI 84-101, paragraph 1.6.	2, 3, 7	
2.3.	Is the history office equipped with USAF History Program standard computer hardware and software, SIPRNET and NIPRNET E-mail accounts (including organizational accounts), internet and intranet access, and sufficient classified and unclassified storage?	AFI 84-101, paragraphs 1.4. and 1.6.	2, 3, 7	
2.4.	Is SIPRNET, STU-III, and classified copier access readily available?	AFI 84-101, paragraph 1.6.	2, 3, 7	
3.	Contingency Preparedness			
3.1.	Is each historian qualified for mobility?	AFI 84-102, paragraphs 1.5.1.1., and 1.6.2.	2, 3, 7	
3.1.1.	Is each historian assigned against a valid history unit type code (UTC) and familiar with AEF assignment?	AFI 84-102, paragraph 1.6.	3, 7	
3.2.	Does each historian have a TOP SECRET security clearance?	AFI 84-101, paragraph 1.6.	2, 3, 7	

Item Number	Item	Reference	Applicability Code	Yes/ No
3.2.1.	If the historian does not have a TOP SECRET security clearance has the historian submitted the necessary paperwork to obtain one?	AFI 84-101, paragraph 1.6.	2, 3, 7	
3.3.	Does each historian maintain all clothing and equipment to meet contingency requirements, including a history mobility kit?	AFI 84-102, paragraph 3.1.2. and Attachment 4	2, 3, 7	
3.4.	Do unit contingency and operations plans contain a History annex describing the historian's role in operations and the support the historian requires (communications, office space/equipment, and access to information)?	AFI 84-102, paragraph 1.6.	2, 3, 7	
3.4.1.	Is each historian familiar with unit contingency and operations plans?	AFI 84-102, paragraph 1.6.	2, 3, 7	
3.5.	Has the historian deployed in the last three years or regularly participated in exercises?	AFI 84-102, paragraph 3.1.3.2.	2, 3, 7	
3.6.	Does the historian properly prepare and submit all contingency reports to include Initial Status Report, History Reports, and History After-Action Report?	AFI 84-102, paragraph 2.3., 2.4., and 2.5.	2, 3, 7	
4.	Security Practices			
4.1.	Does the historian follow proper identification procedures before providing access to classified information?	AFI 31-401, paragraph 5.4.	2, 3, 7	
4.2.	Does the historian properly store classified material in GSA-approved containers?	AFI 31-401, paragraphs 5.19. and 5.20.	2, 3, 7	
4.2.1.	Are the SF 700, Security Container Information Form ; SF 701, Activity Security Checklist ; and SF 702, Security Container Check Sheet current and properly filled out?	AFI 31-401, paragraphs 5.12. and 5.23.2.	2, 3, 7	
4.3.	Does the historian use appropriate SF 700 series media labels?	AFI 31-401, paragraph 4.7.	2, 3, 7	

Item Number	Item	Reference	Applicability Code	Yes/ No
4.4.	Does the historian maintain an AF Form 310, Document Receipt and Destruction Certificate file?	AFI 31-401, paragraph 5.10.	2, 3, 7	
5.	Program Administration			
5.1.	Does the historian conduct timely, continuing, systematic, and thorough research to prepare accurate and comprehensive histories?	AFI 84-101, paragraph 3.3.	2, 3, 7	
5.1.1.	Is the historian versed in electronic document collection and research methods?	AFI 84-101, paragraph 3.3.2.	2, 3, 7	
5.1.2.	Does the historian conduct and transcribe interviews as necessary and include them as supporting documents in histories and studies?	AFI 84-101, paragraph 3.4.3.9.	2, 3, 7	
5.1.3.	Does the historian attend and take notes at staff meetings, conferences, and briefings pertinent to the preparation of the history?	AFI 84-101, paragraph 3.4.3.8.	2, 3, 7	
5.2.	Are histories submitted by due date?	USAFE Sup to AFI 84-101, paragraph 3.17.2.2.	2, 3, 7	
5.2.1.	If not submitted by due date has the unit commander, vice commander, or director of staff requested, and has Command Historian (HQ USAFE/HO) approved, an extension?	USAFE Sup to AFI 84-101, paragraph 3.17.2.2.	2, 3, 7	
5.2.2.	Does the historian receive the history from the commander with signature or annotations for correction in a timely manner?	USAFE Sup to AFI 84-101, paragraph 3.17.2.2.	2, 3, 7	
5.2.2.1.	If the history is not received from the commander in a timely manner, does the historian actively follow up?	USAFE Sup to AFI 84-101, paragraph 3.17.2.2.	2, 3, 7	

Item Number	Item	Reference	Applicability Code	Yes/ No
5.2.3.	Has the most recent history received a rating of at least satisfactory and does the historian keep the latest history evaluation on file to use as a guide for improvement?	AFI 84-101, paragraph 3.17.2.1.	2, 3, 7	
5.2.3.1.	Did the last history reflect effort by the historian to correct deficiencies identified in previous assessments?	AFI 84-101, paragraph 3.17.2.2.	2, 3, 7	
5.3.	Does the historian collect, preserve, properly organize, and maintain a repository of historical documents, including research and reference files (archives), pertinent photos, Air Force History Books, a complete set of the organization's histories, emblem files, and lineage and honors files?	AFI 84-101, paragraph 1.6.	2, 3, 7	
5.3.1.	Does the historian have general reference works (e.g., AF/HO and command publications, atlas, dictionary, thesaurus, etc.) readily available to conduct research/answer queries and perform other historical duties? NOTE: Internet resources meet this requirement.	AFI 84-101, paragraph 1.5.1.	2, 3, 7	
5.4.	Does the historian research queries and provide responses in a timely and thorough manner and maintain adequate records of such support (historical services log)?	AFPD 84-1, paragraphs 1.4. and 2.3.	2, 3, 7	
5.5.	Does the historian annually produce at least one study, or comparable project on a topic of value to the Air Force?	AFI 84-101, paragraph 1.6.	2, 3, 7	
5.6.	Does the historian prepare or revise an unclassified heritage pamphlet annually or after major changes in mission, organization, leadership, or accomplishments?	AFI 84-101, paragraph 2.3.	2, 3, 7	
5.7.	Is the historian familiar with policies regarding the identification, preservation, and accountability of items of historical value as applicable to unit?	AFI 84-103	2, 3, 7	

Item Number	Item	Reference	Applicability Code	Yes/ No
5.8.	Is the historian familiar with policies regarding the Air Force Art Program?	AFI 84-104	2, 3, 7	
5.9.	Is the historian familiar with policies regarding Air Force Lineage, honors, and emblems?	AFI 84-105	2, 3, 7	
5.9.1.	Is the historian familiar with emblem package submission procedures?	AFI 84-105, Chapter 3	2, 3, 7	
5.10.	Does the historian submit semiannual historical activity reports on time and in the correct format?	AFI 84-101, paragraph 3.12.	2, 3, 7	

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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- AFI 31-401, *Information Security Program Management*
AFMAN 37-123, *Management of Records*
AFI 38-101, *Air Force Organization*
AFPD 84-1, *Historical Information, Property, and Art*
AFI 84-101, *Historical Products, Services, and Requirements*
AFI 84-101_USAFESUP1, *Historical Products, Services, and Requirements*
AFI 84-102, *Historical Operations in Contingency and War*
AFI 84-103, *U.S. Air Force Heritage Program*
AFI 84-104, *Art Program*
AFI 84-105, *Organizational Lineage*
AFI 90-201, *Inspector General Activities*
AFI 90-201_USAFESUP1, *Inspector General Activities*
AFPD 84-1, *Historical Information, Property, and Art*
AFI 84-101, *Historical Products, Services, and Requirements*
AFI 84-101_USAFESUP1, *Historical Products, Services, and Requirements*
AFI 84-102, *Historical Operations in Contingency and War*
AFI 84-103, *U.S. Air Force Heritage Program*
AFI 84-104, *Art Program*
AFI 84-105, *Organizational Lineage*

Abbreviations and Acronyms

- AEF**—Air and Space Expeditionary Force
CGI—Compliance Guide Items
CCGI—Core Compliance Guide Items
GSA—General Services Administration
UTC—Unit Type Code
USAFE—United States Air Forces in Europe